

18 February 1952

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Categories of CIA Intelligence Publications

1. PROBLEM. -- To determine the categories of CIA intelligence publications.

2. DISCUSSION. --

a. The lack of uniformity in CIA publications has, apart from adverse esthetic effects, produced confusion both among the intelligence producing offices and their recipients.

b. The categories recommended in TAB A attached hereto are believed by the offices mainly concerned (ONE, ORR, OSI, and OCI) to be adequate to serve as vehicles for the publication of their production and that a decision establishing them not only will materially improve their own handling of publications but also will create a much better impression among our customers.

c. It should be noted that the information reports of OSO and OO are not considered as a part of the intelligence publication problem, though the problems which may be confronted in rationalizing OSO-OO publications have been taken into account in reaching the recommendations set forth below. Another paper will presently set forth recommendations respecting OSO-OO publications.

3. RECOMMENDATIONS. --

a. That TAB A be approved as the official CIA categories of intelligence publications. There is a disagreement with regard to "Summary" category 13 which is discussed on page 2 of TAB A.

b. That the "working paper" has no status among publications and that insofar as semi-finished papers are reproduced and disseminated for committee business they too are not publications. At such time as such papers warrant publication status they should be published under one of the established categories.

c. That dissemination and control of working papers, committee documents, and papers prepared as contributions to NIE's or for the covert offices is the responsibility of the issuing office. In the event that finished research cannot be published in one of the official categories for security or other reasons the originating office is responsible for deciding whether the document shall rest in the central OCD file and, if so, take appropriate action.